



INDIVIDUAL INCOME TAX PREPARATION CHECKLIST

Things to keep in mind:

If you had health insurance you will receive a 1095A, 1095B or 1095C. **If you, your spouse or dependent(s) received health insurance through the MarketPlace (ObamaCare) you are required to file and must have your 1095A.**

You have until 4/15/24 to establish 2023 IRAs.

Social Security number and date of birth are required for all individuals listed on your tax return.

(New clients need to provide Social Security Cards prior to filing)

In 2023, did you (or your spouse) receive income from any of the following:

- Wages – W2(s)
- Interest or Dividends – **1099 Div or Int**
- Retirement or IRA Distribution – **1099 R**
- Partnership or S-Corporation – **K1(s)**
- Unemployment – **1099 G**
- State Income Tax Refund
- Alimony
- Social Security Benefits – **1099 SSA**
- Operating a Business or Farm /Self Employment
- Own or receive income from rental property
- Have gambling winnings and losses
- Receive any Digital Assets**
- Royalties – **K1(s) or 1099 Misc**
- Any Other Income – **1099 Misc/NEC/K**
- Via a 3rd Party Processor (PayPal, Cash App, Venmo, etc.)**

In 2023, did you (or your spouse) sell or dispose of any:

- Stocks, Mutual Funds or Bonds – **1099 B**
 - Digital Assets such as NFTs, Crypto Currency, etc.**
 - Personal Residence – **Closing Statement**
 - Rental Property or Other Personal Property
- If so, are you receiving installments payments?

In 2023, did you (or your spouse):

- Purchase or lease an electric vehicle
- Contribute to an IRA, SEP, or Keogh Plan
- Have a foreign bank or securities account
- Pay interest on student loans
- Pay for post-secondary education – **1098 T**
- Have a home mortgage, a second mortgage or a home equity loan – **1098**
- Pay real estate taxes – **Tax Statement or 1098**
- Pay medical expenses and/or private health or Long-Term Care insurance premiums
- Make contributions to a charity or church \$499+ in non-cash items must be documented
- Suffer a casualty loss in a federally declared disaster area
- Receive an inheritance
- Pay alimony
- Pay child or dependent care expenses
- Send payments to IRS for 2023 taxes
- Cash in a Life Insurance Policy or Annuity
- Make energy efficient improvements to your home
- Receive any letters or notices from the IRS
- Did you buy or refinance a personal residence in 2023? (Closing Statement)**
- Have **foreign assets** such as bank accounts, investments, business ownership, etc.

IRS REQUIREMENTS

You **must** be able to provide documentation proving the child(ren) listed on your Tax Return resided with you in 2023 order to claim EIC, Child Tax Credit and America Opportunity Tax Credit.

Acceptable documents include:

- School Records or Statement
- Landlord or property Management Statement
- Health Care Provider Statement
- Medical Records
- Child Care provider records
- Placement agency statement
- Social services records or statement

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